Meriden Parish Council

The Pavilion
Meriden Sports Park
10 Main Road
Meriden
CV7 7SP

DEPUTY CLERK/ADMINISTRATOR TO MERIDEN PARISH COUNCIL – PERSON SPECIFICATION		
	Essential	**Desirable**
1. Educational Qualifications	Good general education: 5 GCSEs grade C or above (or equivalent), including Maths and English	A recognised qualification in local government administration or willingness to attain ILCA and CiLCA
2. Work Experience	Good office management skills Experience of organising meetings and preparing agendas Experience of working in a financial setting, including preparation and monitoring of budgets Experience of dealing with the public	Previous local government experience
3. Skills/ Knowledge and Aptitude	IT skills (Microsoft Office) – typing and spreadsheet skills Ability to minute meetings Able to produce reports on financial and other matters Good communication skills, both verbal and written Presentational skills Ability to solve problems Ability to access and source information from the internet Knowledge of the area, and of the issues which affect the Parish	Project management Good analytical skills Ability to understand and willingness to learn the legal framework in which the Parish Council operates Understanding of the local government context and the place of Parish Councils within it

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4. Motivation	Understanding and knowledge of the specific responsibilities of the Data Protection Act Ability to protect confidentiality and take an objective and professional approach Ability to maintain good relationships with Councillors, contractors and the public Self-reliant and self-motivated Ability to meet deadlines, manage own workload and time, establish priorities and report progress and results Flexible and adaptable Committed to continuous professional development	
5. Other	Able to attend evening meetings and demonstrate flexibility as required Able to work from home, if required Driving licence, car owner and/or available driver and vehicle to support requirements of role	

Closing date – Wednesday 20th March 2024

PS 5th March 2024